# Missouri Public Service Commission
EFIS – *Submit Supplemental Annual Report or Supplemental Extensions*

To file a Supplemental Annual Report submission or a supplemental Annual Report Extension submission:

1. Log into EFIS.
2. From the 'Welcome' screen click the '**Filing/Submission**' menu option.
3. Select the '**Non-Case Related Supplemental Submission**' link to continue to the '**Supplemental Submission**' screen.
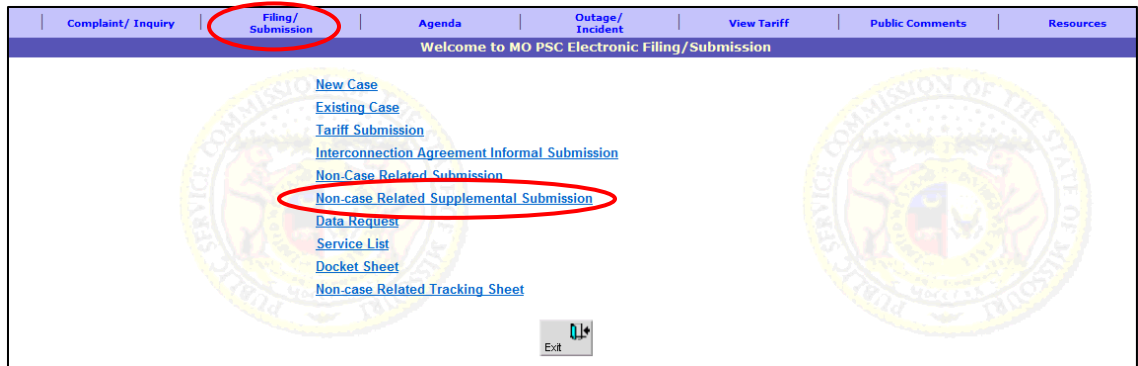
On the 'Supplemental Submission' screen, complete the following steps:

4. Beside '**Tracking No.**', input the '**BMAR**' (for Annual Reports) or '**BARE**' (for Annual Report Extensions) Tracking Number from the original submission.
5. The following fields will auto-populate after the tracking number has been inputted.
   a. '**Utility Type**'
   b. '**Company Name**'
   c. '**Type of Submission**'

6. Beside '**Title of Filing**', select the most appropriate option from the drop-down list.
7. Beside '**Comments**', input any comments, if desired.
8. In the '**Filing on Behalf Of**' field, select the company for which you are filing the report.
   - *The list provided will contain only those companies for which you are designated as a contact. If you do not see the company in the list, contact the company, and ask them to add you as a contact or notify the Data Center.*
9. Click the '**Continue**' button to continue to the '**Filing/Submission – Attachment(s)**' screen.

On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

10. Click the '**Browse**' button to select the document(s) for attaching.

    Note: File names and file paths cannot use any special characters (%'&^*#@) except an underscore or hyphen.

11. Under '**Select Document Security from the following:**', select the applicable radio button for the document's security level**.**

    Note: It is the filer's responsibility to denote the correct security level on every document.

12. Click the '**Attach**' button to attach the document.

    Note: Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.

13. Click the '**Done with Attach**' button after all the attachments have been uploaded.

14. After verifying the security levels on the attachment(s), click the '**OK**' button to continue to the '**Supplemental Submission**' screen.

15. Click the '**Submit**' button.

16. Click the '**OK**' button to submit the filing or the '**Cancel**' button if changes need to be made.
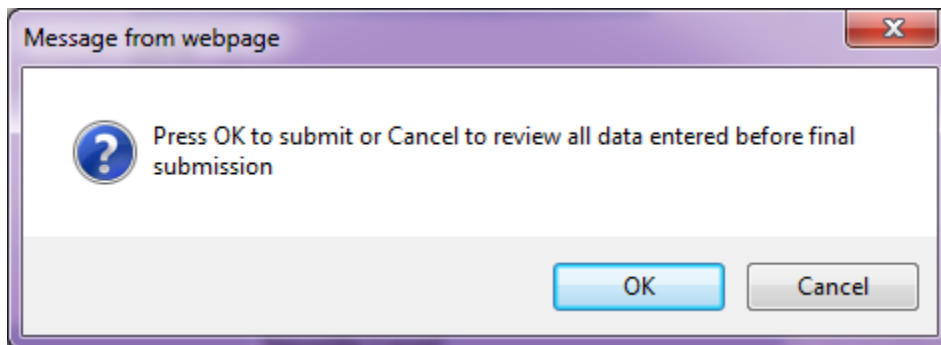
A confirmation screen with the tracking number will appear.

17. Click the '**OK**' button to return to the '**Filing/Submission**' screen.
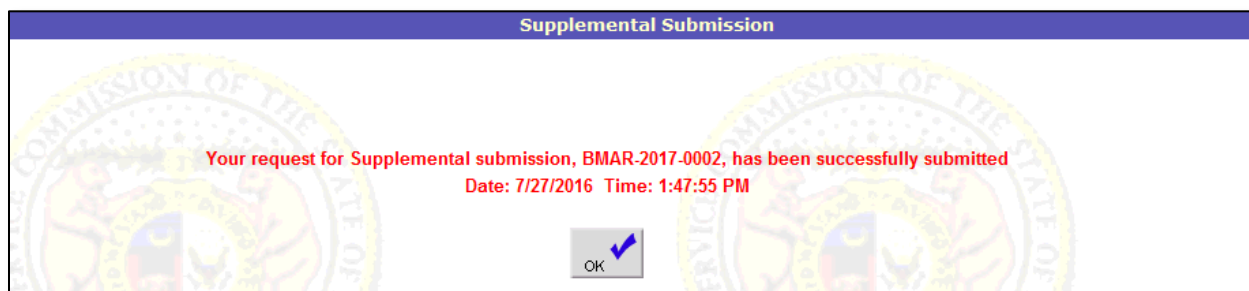
For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.